## PROJECT MANAGEMENT AND INTEGRATION MANAGER

### DISTINGUISHING FEATURES

The fundamental reason the Project Management and Integration Manager position exists is to act as the program manager for all technology projects and enterprise integration activities involving the Project Management and Integration Division; to provide project management expertise to author and update the City's project management methodology and adopted City standards. Work is performed under the general direction of the Enterprise Director. This classification supervises the work of professional and technical staff within the I.S. function.

### ESSENTIAL FUNCTIONS

Develops partnerships between Information Systems and customer departments by performing the following essential functions:

Program Manager for technology projects managed in the office.

Recommends technology project management methodology for the City based on industry best practices.

Promotes the use of the City's adopted project management methodology.

Ensures that the office acts as a centralized knowledge-base for enterprise-wide technology project activity.

Works with other I.S. management to develop standards, ensure that the department works day-to-day as one team with the same overall goals, and to develop a future strategic direction.

Develops budget for the Project Management and Integration Division.

Directs and manages professional and technical personnel; observes, mentors, reviews and checks the work of staff to ensure customer satisfaction, quality of work, and conformance to City standards.

Participates in and encourages staff development.

Conducts business analysis, needs assessments and technical requirements.

Participates in budget determinations for future technology.

Assists departments in developing CIP requests.

Provides project management expertise in a variety of roles: Project Manager, project manager mentor and/or key project team member.

Actively participates in technology purchases: RFP development, review of responses and vendor selection.

Provides enterprise application support for all city staff, IS staff, technicians and departmental systems integrators.

Assists in system analysis, computer configuration, planning and training of employees on enterprise automated systems.

Recognizes and resolves hardware and software problems.

Researches, tests and evaluates new enterprise technology and upgrades of existing technology. Implements the installation and upgrades to the enterprise systems.

Promotes I.S. standards.

Other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities**
<u>Knowledge of:</u>
IT Project Management
Management practices and procedures
Latest Microsoft Windows Operating System
Microsoft Outlook, Word, Excel, PowerPoint, Access, FrontPage, Project & Visio
Research methods and techniques
Systems design and development
Design specification development
Data communication security and privacy techniques
Form design and report design
I.S, processes, regulations, codes, ordinances and terminology
Computer equipment, open systems, networking and client/server environments

<u>Ability to:</u>
Listen and communicate effectively with a diverse group of people including staff, users,
managers, and vendors.
Evaluate and resolve customer problems and issues.
Describe in detail each of the steps needed in the solution of a problems and arrange these steps
in a logical sequence.
Produce oral and written reports with clearly organized thoughts using proper sentence
construction, grammar & punctuation.
Make oral and written presentations in a clear, concise, and effective manner.
Operate a variety of standard office equipment requiring continuous and repetitive arm, hand and
eye movement.
Lift and move computer equipment weighing up to 20 pounds.
Make independent actions or decisions on technical issues.
Comprehend and make inferences from written material.
Establish and maintain effective working relationships with all City staff.
Work independently and as an effective and productive team member.
Use good judgment in prioritizing work assignments.

<u>Education & Experience:</u>
Any combination of training, education and experience equivalent to a degree in computer
science or related field; and a minimum of five years experience in systems analysis or design,
testing and implementation of computer-based information systems.  Minimum of two years
management experience in a technical environment in addition to a minimum of two years Project
Management experience or Project Management certification.

**FLSA STATUS**: Exempt                    **HR ORDINANCE STATUS**: Unclassified